



## REQUEST FOR ADDRESS ASSIGNMENT/VERIFICATION

Proper addressing is a key element in managing an effective address database for 911 emergency systems, the United States Postal Service, law enforcement agencies, firefighters, utility companies, property assessors, title companies, building permits, and inspections. Because of this, it is essential that the accurate assignment and verification of an address be conducted prior to permitting. An address consists of the street number and name, building number, and/or suite/unit/apartment number. The City of San Antonio reserves the right to change an existing address to ensure that first responders, firefighters, police, and emergency medical units are provided with accurate address information. Using inaccurate addresses may cause delays in emergency services response times, mail delivery problems, and slow the development process when applying for building permits and utility services.

It is highly recommended that a new address or verification of an existing address be requested prior to submitting a permit application to ensure the expedited address review of the permit. Nonetheless, new addresses may be requested prior to and during the Plat review process, or prior to the submittal of a permit application. Likewise, existing addresses may be verified prior to or during the permitting review process.

To obtain an address review, the following documentation and fees must be submitted to Land Entitlements, Addressing Team for review and approval; please select the following request(s) as applicable:

- ☐ **Assign a new address through platting:**
1. Completed "Request for Address Assignment/Verification" form.
  2. Approved or Recorded Plat. In the event that platting is not required, a copy of the Certificate of Determination (COD) will be required.
  3. Digital copy of the plat in DWG and PDF format.
- Please note that all digital copies must be geo-referenced and all assigned addresses for preliminary plat are not final and are subject to change until the plat is recorded. Also, if the Plat, Site Plan, or Floor Plan is amended in any way prior to recordation or the issuance of a Certificate of Occupancy, you must submit revised plans for address review as the address may be affected and required to change. Advertisement of the address is not recommended until the plat is recorded and/or when changes are reviewed and approved by Addressing.
- ☐ **Verification of an existing address:**
1. Completed "Request for Address Assignment/Verification" form.
  2. If plat is not available provide a copy of the deed, title, or Bexar County Appraisal District property details. In the event that platting is not required, a copy of the Certificate of Determination (COD) will be required.
- ☐ **Assign suite/unit numbers and or building numbers:**
1. Completed "Request for Address Assignment/Verification" form.
  2. **Suite Numbers** - Floor Plan (PDF format) to include linear measurements of the entire floor, all existing suite numbers/addresses, hallways, doorways, main entrances, common areas (as applicable) and scope of work.
  3. **Building Numbers** - Site Plan (PDF format) showing all existing and proposed structures on property, rights-of-ways and access points with dimensions.
  4. **Site Plan and Floor Plans**- Identify scope of work, show existing addresses, to include suite, unit, building and apartment numbers are to be identified on Site Plan(s) and Floor Plan(s).

**Applicable fees: (Please do not send payment until notified of the total amount)**

- **\$50.00** Plat addressing fee to assign/issue addresses for plats with ten (10) lots or more and/or for properties that require field check. Readdress a plat due to reconfiguration of lots and or blocks.
- **\$100.00** building number assignment fee per site address; this is not a suite, unit, or apartment number fee.
- **\$20.00** suite, unit, or apartment numbers are charged a fee per assigned number; this fee does not apply to reserved numbers until they are used for a certificate of occupancy.
- **\$100.00** after- hours review fee.
- There is no fee to correct/change an existing address that is out of sequence or on the wrong side of the road.
- There is no fee to verify an existing address.

The "Request for Address Assignment/Verification" must be submitted to the Development Services Department Addressing Team either in person at 1901 South Alamo or via email. Payment of fees may be made in person or arranged over the phone by contacting the Addressing Team. As addressing inconsistencies arise, the City of San Antonio will strive to correct them in the best interests of the health, safety, and welfare of its citizens. For further information, please contact the Land Entitlements Addressing Team at (210) 207-1111 or [dsd.addressing@sanantonio.gov](mailto:dsd.addressing@sanantonio.gov) during business hours Mon. - Fri. from 7:45 A.M. to 4:30 P.M.



City of San Antonio  
Development Services Department  
Land Entitlements Section

## REQUEST FOR ADDRESS ASSIGNMENT/VERIFICATION

### APPLICANT/REPRESENTATIVE INFORMATION:

Date: \_\_\_\_\_

Business/Company Name: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Contact Information: Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### REQUEST INFORMATION:

Type of Request(s): ☐ Assignment of a New Address ☐ Verification of an Existing Address

☐ Request for After-Hour Reviews ☐ Request for Suite/Building Number(s)

Proposed/Existing use(s): ☐ Single-Family Residential ☐ Two Dwelling Unit Residential

☐ Multi-Family Residential ☐ Non-residential: \_\_\_\_\_

☐ Accessory Address (please specify): \_\_\_\_\_

☐ Other (please specify): \_\_\_\_\_

Total number of structures: \_\_\_\_\_ Total number of floors: \_\_\_\_\_  
(per structure)

### PROPERTY INFORMATION:

COD/Plat ID No.: \_\_\_\_\_ Subdivision/Plat Name: \_\_\_\_\_

Legal Description: NCB No.: \_\_\_\_\_ Block No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_

City Parcel Key No.: \_\_\_\_\_ BCAD Property or Geo ID No.: \_\_\_\_\_

Existing/Proposed Zoning: \_\_\_\_\_

If this property is surrounded by multiple streets, what street is this building fronting? \_\_\_\_\_

General location: \_\_\_\_\_

Existing BCAD Address: \_\_\_\_\_  
or known address

Signature: \_\_\_\_\_

### OFFICE USE ONLY

Official Assigned Address: \_\_\_\_\_

Street No.

Street Name

Apt/Unit/Suite No.

Review completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Attached: ☐ Site Plan ☐ Floor Plan ☐ Plat ☐ COD

Fees pending: \$ \_\_\_\_\_